

# Folder redirection

## Introduction

Windows 2000 allows you to redirect the folders containing a user's profile to a location on the network using the Folder Redirection extension in Group Policy.

## Aims

To configure the folder redirection of My Documents for your student and teacher accounts.

## Steps

This activity is done on a Windows 2000 Professional computer, logged on as domain administrator.

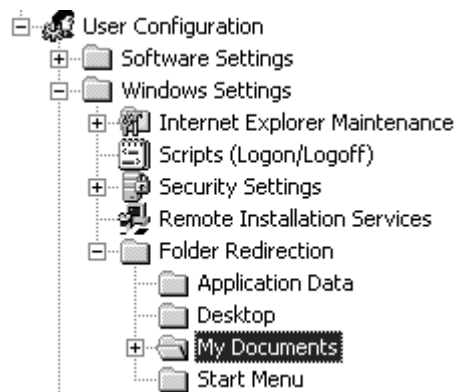
1. Open the Active Directory Users and Computers console.
2. Select your Students OU.
3. Click the **Action** menu. Select **Properties**. Select the **Group Policy** tab.

Select the Students GPO. Click the **Edit** button.



4. Expand **User Configuration, Windows Settings, Folder Redirection.**

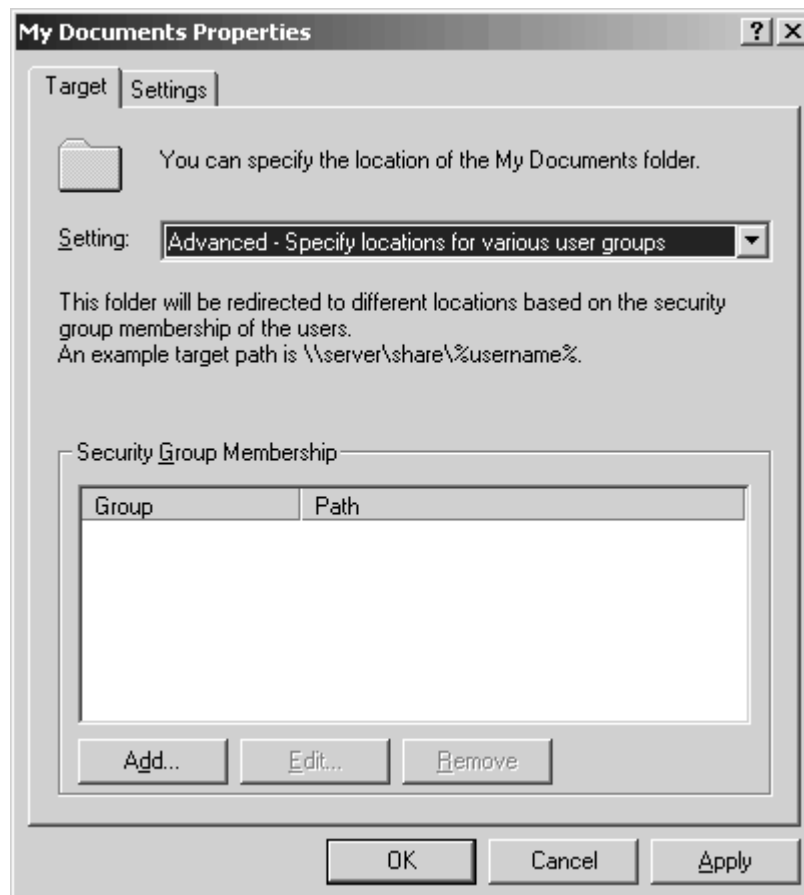
Select **My Documents.**



5. From the **Action** menu, select **Properties.**

Select **Advanced - Specify locations for various user groups**, in the **Setting:** area.

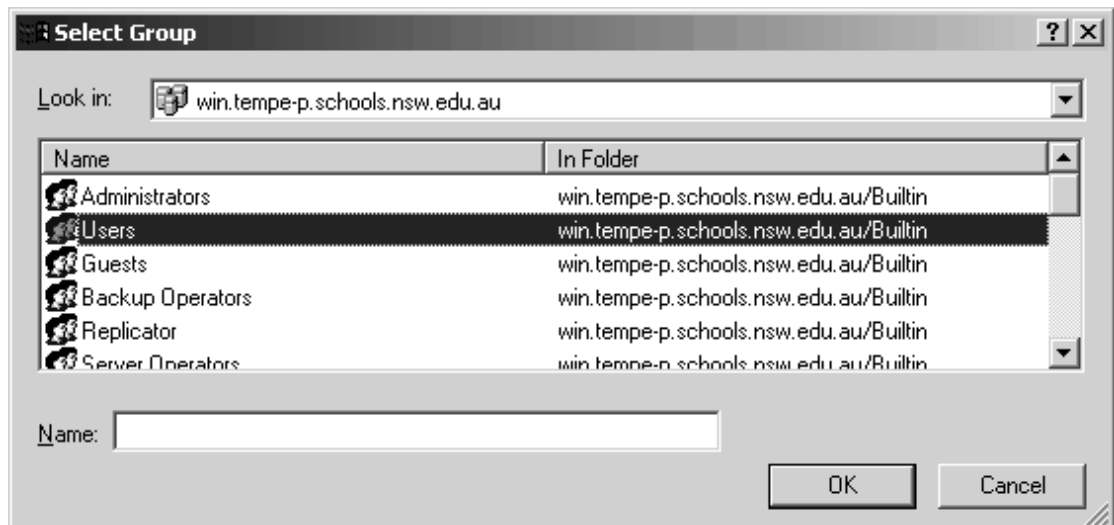
Click **Add....**



6. Click **Browse...** button under **Security Group Membership**.



7. Select **Users**. Click **OK**.



8. Type \\server1\ in the **Target Folder Location**

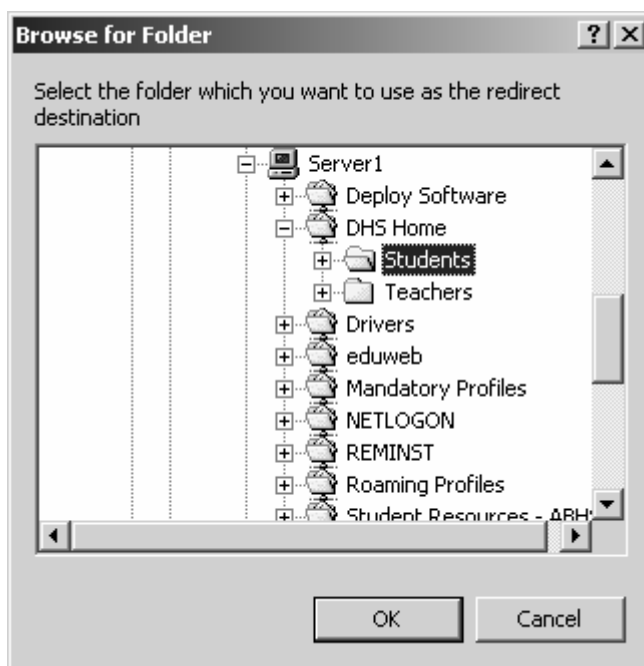
Click the **Browse...** button.



9. Locate, then expand, your school's home folder.

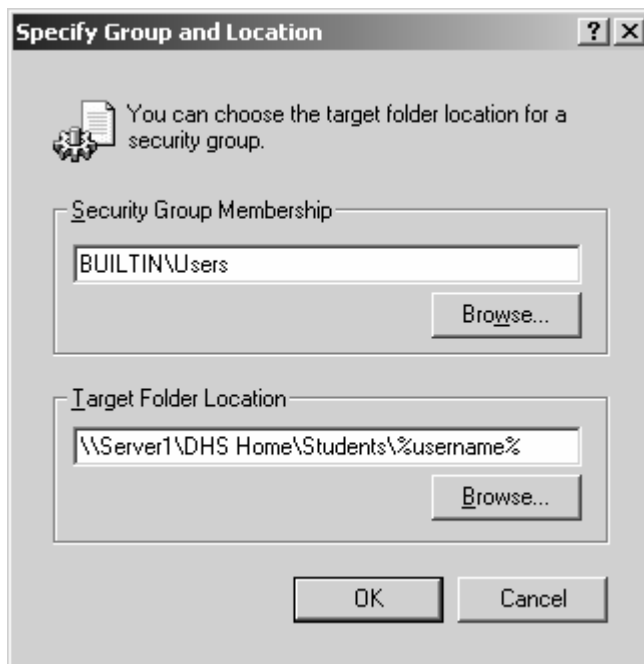
Select the **Students** folder.

Click **OK**.



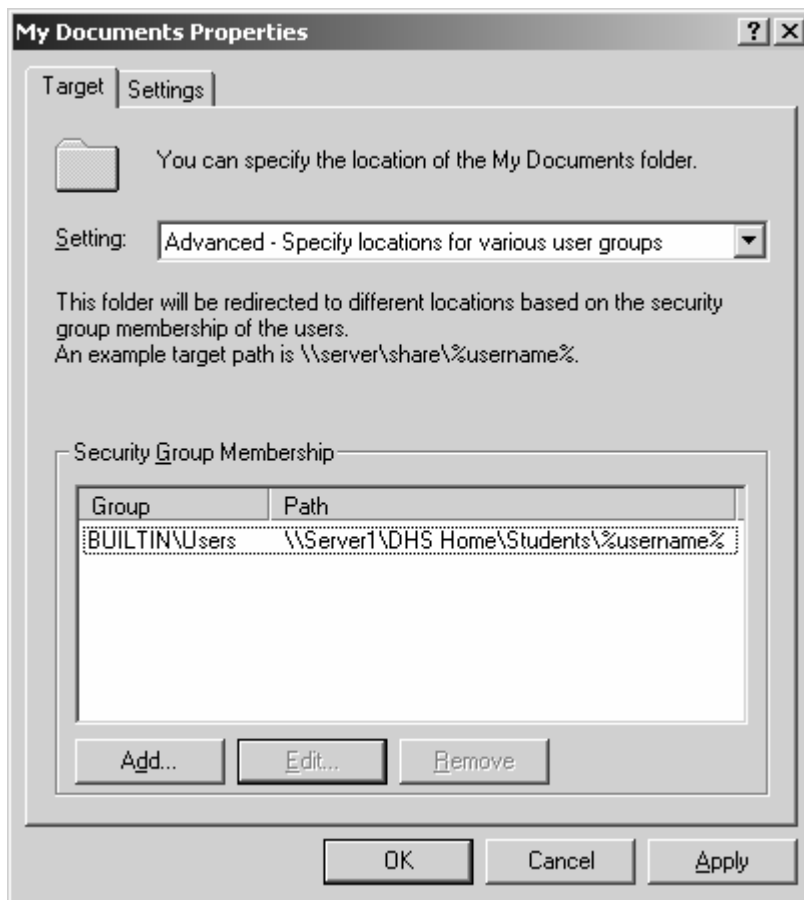
10. Add the %username% variable to the path.

Click **OK**.



The variable %username% will cover folder redirection for all user accounts with home folders in the Students folder.

11. Click **OK**.



12. Close the Group Policy window.

13. Click OK to close Student Properties.

14. Close the Active Directory Users and Computers console.

15. Log off.

## Steps

In this part of the activity you will logon with your student account to test the Folder Redirection. This activity is done on a Windows 2000 Professional workstation.

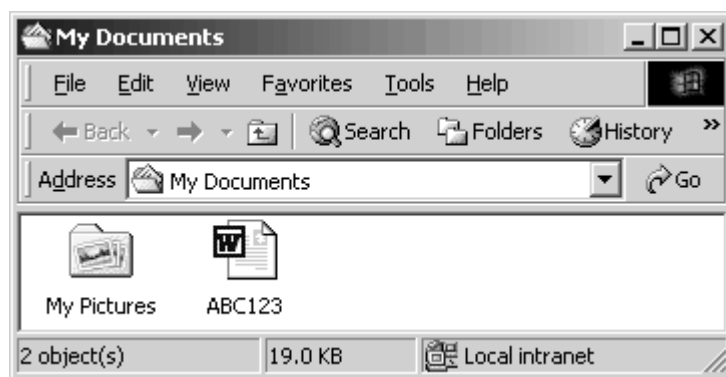
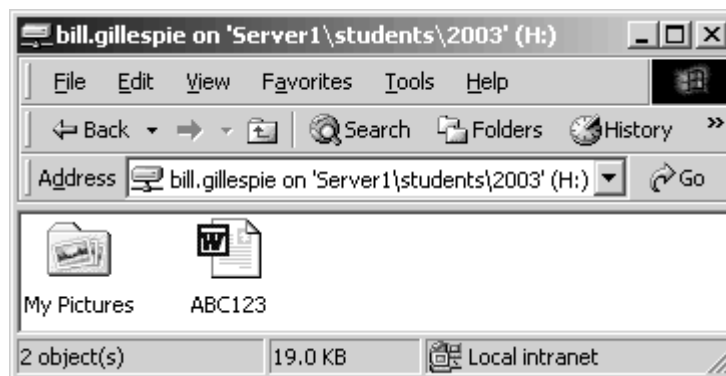
1. Logon.
2. Open Microsoft Word. Type ABC123 in a new document.
3. Save the document with the file name ABC123.

Notice that the save location is the user's home directory.



4. Close MS Word.

5. Notice that the contents of the user's home folder and the My Documents folder, on the Desktop, are identical.



6. Open another program to see if saved files are directed to the user's home folder.
7. Log off.



**Discussion**

Redirecting the My Documents folder can be advantageous because the folder tends to become large over time.

Even if the user logs on to various computers on the network, his or her documents are always available.

When roaming user profiles are used, only the network path to the My Documents folder is part of the roaming profile, not the My Documents folder itself. Therefore, its contents do not have to be copied back and forth between the client computer and the server each time the user logs on or off.

Data stored on a shared network server can be backed up as part of routine system administration. This is safer because it requires no action on the part of the user.